

CLEMSON UNIVERSITY
CLASSIFIED STAFF COMMISSION MINUTES
Tuesday, February 13, 2001, 10:00 AM
Student Senate Chambers

Present: Larry Addis, Karen Addis, Nancy Allgood, Suzanne Atkinson, Jerry Beckley, Brian Becknell, Denise Bell, Barbara Bergman, Roxanne Bernard, Lynn Boiter, Diana Bourgeois, Kathy Bragg, Harold Campbell, Annice Cope, Pat Dobey, Ruth Griffin, Dexter Hawkins, Wendy Howard, Dianne Jones, Emma Knight, Jean Kopczyk, Robin Lay, Marian Littleton, Cindy Long, Rita McConnell, Robin Page, Sandra Parker, Steve Perry, Karen Pope, Gary Pye, Tammy Rothell, Giles Singleton, Christine Sober, Charlotte Swafford, April Warner, Patty Warner, James Williams

Absent: Linda Cocke, Carla Duncan, Pam Parnell, Jill Richard, Steve Shiflet

Guests: Thornton Kirby, Olivia Shanahan

Brian Becknell called the meeting to order at 10:00 AM.

1. **Approval of Minutes:** Minutes were approved with corrections
2. **Guest Speaker:** Thornton Kirby reviewed President Barker's budget presentation that was given to the Board of Trustees. The presentation addressed the question "How will Clemson become a Top 20 university in the face of the most severe higher education budget cut the state has ever seen?" (Copies of the handout are available in the CSC office.) Mr. Kirby stated that being educated about this issue is important and equally important is not to overreact because both the Board of Trustees and the Administration have stated privately and publicly that the last action to be considered would be layoffs. He stated that they plan to negotiate for the lowest possible percentage reduction. Once the budget is set, the Board and Administration will then determine where to make adjustments. Areas of possible adjustments include increasing tuition, reviewing efficiency of various programs, and extending the capital campaign. Mr. Kirby addressed questions from the Classified Staff Commission regarding the possibility of relocating staff if certain programs are eliminated. He also explained that the guidelines of the Strategic Hiring Plan would permit vacant positions to be filled only if deemed necessary. Any further comments or questions can be sent to either Brian Becknell or Thornton Kirby.
3. **Open Commentary:** None was given.
4. **President's Report:** Comments from Brian Becknell
 - A. **Academic Council:** Brian introduced President-Elect Jerry Beckley to the Council. Jerry will begin representing the Commission on the Council in Brian's place. The Council agenda included: 1) discussions about the trademark registration for Clemson University for digital press, 2) request by the Student Senate for a learning resource center to be used in a similar manner as Vickery Hall but be available to all university students, not just the athletes. They are asking that this be done at the university level. They have also passed a resolution about CLE and syllabus posting, 3) ongoing lab fee discussions, 4) the termination of the Engineering Mechanics degree and renaming of the Ceramic Engineering degree to Ceramic & Materials Engineering.
 - B. **Administrative Council:** No report was given.
 - C. **Board of Trustees:** Resolutions have been passed by the Board of Trustees, Faculty Senate, and Student Senate regarding the proposed budget cut. Because CHE and U.S. News do not track staff employees (only faculty:student ratios), the Board had inadvertently omitted staff from the resolution. Thornton will revise the Board's resolution at Brian's request to include staff along with faculty and students. He will present it to the Board again for approval.
 - D. **Legislative Affairs:** Jim Daniels has stated that the state legislators need to hear from constituents outside of the Clemson University administration. It was strongly urged that classified staff write hand-written letters to their representatives. Clemson University letterhead cannot be used. A handout of President Barker's letter to alumni was provided. The backside of the letter listed facts that may be incorporated into our own letters. It was suggested that the phrase 'I vote and I am concerned.' be used. For information on contacting your congressman, staff can go to <http://www.clemson.edu/budgetcuts/>.
 - E. **President's Cabinet:** The Cabinet has only met twice since December. Discussions were predominately about budget reductions. Other topics included the housing construction projects on campus and the renovation of Fike. The housing project by the stadium is running behind schedule making the planned opening date of August questionable. A decision should be made by March 1st regarding the building's availability date. Fike renovations are scheduled to begin in October. It will be shut down in August to relocate facilities, employees, and activities to other temporary locations. If they determine that renovations will be unable to start in October, Fike will remain open for the fall semester and renovations will begin in January 2002.
 - F. **Other:** No report was given.

5. **Treasurer's Report:** Cynthia Long reported that there is \$4790 in the E&G account and \$1407 in travel. It has been approved to move the \$6900 from the deposit fund (2000 golf tournament). Cindy also got approval to move all money sitting in the Operating side of the Endowment to be moved to the Permanent side of the Endowment to start earning interest. A total of \$1650 has been deposited for this year's golf tournament so far.

6. **Committee Reports:**

A. **Standing Committees:**

1. **Membership:** Nancy Allgood reported that election ballots are due on Wednesday. Denise Bell introduced herself as the new representative for Area 10. Denise works in the Pickens County Extension office.
2. **Communications:** Wendy Howard asked for items of interest for the April newsletter.
3. **Policy & Welfare:** April Warner stated that they are waiting on the report on the HVAC study on Poole before their final recommendations are made.
4. **Scholarship:** Larry Addis announced that the Committee will begin meeting every other week in March and weekly in April as the tournament nears. Larry reported that an anonymous member has offered to sponsor a hole if the members of the Commission are willing to pool their resources to sponsor a hole.

B. **Ad Hoc Committee:**

1. **Ad Hoc Committee for Staff Ombudsman:** Brian appointed Jerry Beckley to form an Ad Hoc Committee to investigate the need for an Ombudsman for classified staff. The committee researched 30 benchmarked institutions, conducted a staff survey, and reviewed current Clemson University policies and procedures. Jerry reviewed their findings with the Commission as laid out in the handout. The committee recognized a need for a staff Ombudsman and recommended the establishment of an Ombudsman position for classified staff. They further recommended that this person should report to the President of the University, have an advanced degree, and be trained as an Ombudsman. Finally, the committee recommended the current Clemson University policies and procedures be revised accordingly for an Ombudsman for classified staff. Marian Littleton reported that the Clemson University faculty Ombudsman has been very effective and that he has had to regrettably turn away staff when they have sought help. She went on to state that due to the confidential nature of the position, Ombudsman officers do not keep records, making it difficult for the committee to obtain much information from the benchmarked institutions. Jerry thanked the committee members for their participation; he also thanked Brian for the free reign given to him and the committee. Brian will present the results to the President's Cabinet.

C. **University Committees:**

1. **Accident Review Board:** Willie Williams reported that the committee met on February 1st and discussed license screenings for employees who normally drive state vehicles, insurance provided by Diners Club card when renting vehicles on official business, and reviewed ten accidents that occurred since December 2000. One appeal was approved (the monetary assessment against the driver was voided). The next meeting is April 5th.
2. **Athletic Council:** Cathy Bell reported that Ron Thomas, Chair, discussed the Council's concerns regarding conflicts in the exam schedule for student athletes with Interim Provost Helms. She agreed to help resolve conflicts the students may experience. In the future, athletic representatives will be included in discussions regarding student's scheduling changes. Input was received on the draft of the upcoming AC survey. The student academic performance report was distributed and discussed. Student athlete GPA's are up considerably. The Council encouraged the Athletic Department to pursue more positive press releases about this and student athlete community service projects.
3. **Bookstore Advisory:** Cindy Long reported that the bookstore will not meet until the spring.
4. **Budget Council:** No report was given.
5. **CATS:** Robbie Nicholson reported that they would not meet until February 14th.
6. **Clemson Faculty/Staff Club:** Cathy Bell reported that she has heard nothing lately about the upcoming feasibility study.
7. **Council on Community & Diversity:** No report was given.
8. **Faculty Senate Budget Accountability:** No report was given.
9. **Human Resources Advisory:** April Warner reported that there was no meeting in January. An email was sent out to clarify questions regarding TERI. TERI people are in permanent positions and there is no impact on job, position, supervisory capacity or anything else except retirement.
10. **Joint City/University:** Robin Page reported that they mainly discussed old business at their recent meeting. They will have a Legislative Breakfast on February 23rd with five legislators in attendance. On February 31st, they will hold their joint city/university banquet. This date possibly will be changed to February 24th due to other conflicting activities on that date.
11. **Library Advisory:** Diana Bourgeois reported: 1) The Committee reviewed The Strategic Plan for improving the library. Dean Boykin gave an update on completed goals on the list,

such as making drive up book drops available, acquiring digital reader printers for Reserves, establishing a professional development budget for staff members, and acquiring Science Direct to name a few. 2) The new Remote Storage Policy states that the Library has to store less used items remotely in order to provide room for items which are accessed more; however, if an item in remote storage is needed, then the Library will provide it in a timely fashion. The Library is also working on acquiring JSTOR, which is an electronic version of many of the journals that might need storage, to ease some of the problem. 3) The Food and Drink Policy has been revised due to the location of Java City upstairs. The new policy states that if food or drink is spilt in the Library, then the patron is asked to contact the nearest Library employee, who will arrange for clean up. 4) The Library will participate in Libqual, which is an independent evaluation process put together by Texas A&M University, to evaluate how the Library meets patrons' needs. Although the Library will be evaluated with other universities in our area, it will not be a ranking sort of evaluation that would compare one school library to another. Libqual will use a sampling of 600 faculty, 600 graduate students, and 900 undergraduate students for evaluation. Dean Boykin will find out why staff members had been excluded from the survey at Diana's request.

12. **Loose Group:** Cathy Bell reported that Brenda Vander Mey says she has not heard from Thornton Kirby regarding when the salary study will be released. Evidently, legal concerns are still being addressed.
13. **Parking Advisory:** Barbara Bergman reported: 1) Parking enforcement is dealing with the increased amount of vehicles on sidewalks, including mopeds, bicycles and university 'golf' carts. Mopeds will be required to have a university decal starting Fall 2001. 2) The university police department commented that, even though the population of the university has grown significantly during the past 20 years, they have not increased the number of officers (34) during the past 21 years. 3) Expansion of lot R1 by 224 spaces should help residential student parking for a few years. 4) The East Campus housing project will require rezoning of the C1 lot for overflow parking. 5) Vendor support for the handheld ticketing units is being dropped. Replacement will require capital investment. 6) There is some discussion about switching from the hangtags back to parking decals. There are valid pros and cons for each method. 7) Parking will become increasingly difficult on the west side of campus when parts of E5 will be closed for the Fike renovation project starting this summer.
14. **President's Commission on the Status of Women:** Myra Cato reported the Commission held two meetings in January. 1) The first, a convergence meeting was on Friday, January 12. The meeting was attended by representatives from the Classified Staff Commission, Black Faculty and Staff Commission, Access and Equity, the Faculty Senate and Women's Commission. The goal of the meeting was to open and develop lines of communication between the various commissions and to explore avenues or topics of common concern. The groups discussed ways they could learn from each other and possible areas they could work together for the good of Clemson University faculty, staff and students. 2) The second meeting was the commission's monthly meeting held on January 26. Among the items discussed were the Nominations for the annual Outstanding Woman Awards (generally given in 4 categories: Outstanding Faculty Woman, Outstanding Staff Woman, Outstanding Graduate Student Woman, and Outstanding Undergraduate Student Woman. Nominations are actively sought. The nomination form is available on the Women's Commission web site or you may telephone the Commission office at 656-1532. The deadline for nominations is Friday, February 16, 2001. 3) The South Carolina Forum on Campus Violence will be held on the Clemson campus on February 26-28. The forum will deal with student rights and parent rights to know when campus violence occurs. 4) The salary study commissioned by the Loose Group and led by the Woman's Commission was discussed. Release of the report is pending. 5) The February meeting is scheduled for Friday, February 23, President's Conference Room, Sikes Hall.
15. **Recreation Advisory:** Steve Perry had no information to report at this time but there is a scheduled upcoming meeting that he will attend.
16. **SACS Committee on Physical Resources:** Dexter Hawkins reported that the committee has interviewed Dee Stone.
17. **SCSEA:** Betty Cook reported that the SCSEA Chapter would be traveling to Columbia on Wednesday, March 14th to visit our upstate legislators. They will depart from Gold's Gym on Hwy 123 at 8 AM and return to Clemson by 4:30 PM. Please contact Betty at celizab@clemson.edu or 656-3933 by Tuesday, March 13th if you plan to attend. Due to upcoming building changes in Lee Hall, we are looking for a new place to meet regularly. For current state government information hot links, access our local web page at <http://hubcap.clemson.edu/SCSEA/> or myscgov.com. The toll free SCSEA phone number is 1-877-882-4025. For SCSEA scholarship information, access their Columbia web page at <http://www.scsea.com>.

7. Unfinished Business

8. New Business

- A. Resolution on South Carolina Proposed Budget Reduction:** Brian Becknell thanked the Executive Committee for composing the resolution; he then read the resolution aloud. Following a brief discussion, Jerry Beckley moved that the resolution be adopted. Marian Littleton seconded the motion. The Classified Staff Commission passed the resolution unanimously. Brian stated that he would take the resolution to President Barker.

9. Announcements

- A. Provost Search Update:** Brian Becknell reported that the progress of the Search Committee had been delayed while they waited on approval from the Board of Trustees to fill the position in light of the proposed budget reduction. Brian added that 4 of the top 6 candidates have already accepted positions elsewhere, so the original pool of 12 candidates will be reevaluated again. They plan to bring 3 or 4 candidates to campus in March for interviews. There will be a Town Meeting open to everyone who wishes to address the candidates. The Executive Committee of the Classified Staff Commission will have a 45-minute time period to speak to the candidates privately. Staff members are encouraged to submit any questions for the candidates to Brian.
- B. Awards Selection Committee:** Suzanne Atkinson reported that the College of Architecture, Arts & Humanities has decided to establish an annual award to be given to a classified staff employee in that college. The Award Selection Committee has requested a staff member from another college serve on the committee to help with the selection process. Anyone interested should contact Suzanne.
- C. March Nominations for Officers:** Nominations for officers will be accepted at the March and April meetings.
- D. Meat Sale in Newman:** Brian was asked by the staff in Newman to announce the meat sale. Staff was encouraged to take advantage of the sale.
- E. Condolences:** On behalf of the Commission, Brian expressed condolences to Cindy Long for the recent loss of her father.

10. Adjournment: The meeting was adjourned at 12:00 noon.

NEXT MEETING: Tuesday, March 13, 2001, 10:00 AM, Student Senate Chambers